

California Housing Finance Agency

Job Opportunity

Administrative Assistant II

Salary Range	\$4255-5172
Final File Date	Open until filled
Division	Mortgage Insurance Division
Specific Location	14 th & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Contact Carol LiVecchi at 916-327-5172 or clivecchi@calhfa.ca.gov. California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.
How to Apply	Submit a standard State application form (resume may be attached) to: Lisa Bixler California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA. Please specify that you are interested in position #126 on your application.
Duties	<p>The Administrative Assistant II advises, assists and relieves the Director of Mortgage Insurance, California Housing Finance Agency (CalHFA) by performing a variety of administrative duties. This position shall perform the following duties:</p> <p><u>Essential Functions:</u></p> <p>40% Manages the Director's calendar for meetings, appointments, conferences and calls for the optimal use of the Director's time. Arranges and attends internal meetings after compiling and coordinating agenda items, takes meeting summary notes and minutes for the Director and distributes material to appropriate staff. Coordinates in office and out of office meetings, events and conference calls. Assists in the development and implementation of office workload, structure and planning. Arranges for all travel and prepares itineraries for such travel. Also prepares travel claims for the Director of Mortgage Insurance. Arranges travel and accommodation for director and other divisional staff.</p> <p>30% Assists the Quality Control Manager in the administration of the Quality Control Plan by performing assigned duties related to the evaluation and comparison of documents and data supporting loans submitted for review by Mortgage Insurance Services' underwriting responsibility.</p> <p>10% Makes special studies and inquiries, acts as lead on gathering industry related statistics, data and reports of a weekly, monthly and annual basis from a variety of sources, and prepares reports on mortgage insurance and product and business development which have Agency-wide impact and require coordination with top line personnel. Implementation and maintenance of reporting/reminder/tracking system for required reports (statutory and administrative) for the Division, produces reports for the Director of Mortgage Insurance, and resolves outstanding issues.</p> <p>10% Creates and reviews confidential and sensitive communications, correspondence and program material. Reviews for appropriate action or response to enquires from high level contacts from the Administration, Legislature, other State departments and business partners. Independently responds to sensitive inquires and correspondence, and refers to the appropriate staff on behalf of the Director of Mortgage Insurance. Responsible for all correspondence, both incoming and outgoing, for the Director of Mortgage Insurance. Edits and modifies reports and memoranda. Independently creates original correspondence for Director of Mortgage Insurances' signature.</p> <p>5% Assists in creating and maintaining database programs. Consults staff on software-related document formats. Provides preliminary software</p>

Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

	<p>and technical support and training for divisional staff, in the development and use of MIAS, GE Mortgage Insurance tracking and reporting systems, Word, Outlook, PowerPoint, Access and Excel.</p> <p><u>Marginal Functions:</u></p> <p>5% Performs other duties as required.</p>
12/7/2006	